

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Admission to the [Program Name] at [Institution Name]

I am thrilled to inform you that you have been offered admission to the [Program Name] at [Institution Name], commencing in [Start Date]. We were impressed with your application, particularly your [mention any specific achievements or qualities that stood out].

As a member of our esteemed institution, you will have the opportunity to engage with experienced faculty, collaborate with diverse peers, and participate in enriching activities that will shape your professional journey.

Please find attached details regarding your admission offer, including important dates, orientation information, and next steps for enrollment.

We kindly ask you to confirm your acceptance by [Acceptance Deadline].

Congratulations once again on your acceptance! We look forward to welcoming you to our community.

Warm regards,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]